

APPOINTMENT OF CHURCH TRUSTEES AND FRATERNAL ORGANIZATIONS TRUSTEES

***ORDER WHICH CONFIRMS APPOINTMENT OF CHURCH TRUSTEES OR TRUSTEES
FOR OTHER FRATERNAL ORGANIZATIONS REQUIRED BY LAW TO BE
CONFIRMED BY THE COURT.***

CODE OF VIRGINIA REFERENCE: §57-8, 57-18, 57-23

DOCUMENT TYPE: **PETITION
FINAL ORDER**

CASE TYPE: **CHANCERY**

FILING REQUIREMENTS

A. REQUIRED DOCUMENTS:

Original Petition and Order

Application or Petition must be accompanied by minutes of the meeting in which the trustees were elected.

Minutes should include: new appointments, new retirees; and changes in organization

B. FILING FEES:

\$21.00

The filing fee may be paid in cash or certified check or money order payable to Clerk of the Fairfax County Circuit Court.

C. ENVELOPE:

A self-addressed stamped envelope should be included.

Upon filing the petition and order for appointment or substitution of church trustees, the order will be submitted to the Judge's chambers with the daily orders for entry. No hearing is required for appointment/substitution of church trustees.

In approximately three (3) weeks, if the Judge grants the petition to appoint/substitute church trustees, you will receive a certified copy of the final order in the self addressed stamped envelope that was provided to the clerk at the initial filing of the petition.

CONVEY/ENCUMBER CHURCH PROPERTY - CHANCERY

A request to a court of record, by petition, requesting permission to sell, improve, make a gift, exchange or settle boundaries between adjoining property by agreement of church property or benevolent associations (e.g. fraternal orders, etc.). §57-15

The Petition is filed in the circuit court of the county or city wherein the property, or greater part of it, lies. It is filed by the trustees of the incorporated religious congregation or society, or by other parties in the case of a religious congregation which has ceased to occupy the premises as a place of worship. When congregation has become extinct or ceased to occupy property as place of worship, the petition may be filed by a surviving trustee(s), a member(s) of the congregation or by the religious body who may have custody of the property.

To carry out any order entered pursuant to §57-14 and 57-15, the judge may appoint a special commissioner to convey or encumber any real estate held for the benefit of any church in connection with any transaction involving any conveyance or debt in the name of the church. §57-15.1

CODE OF VIRGINIA REFERENCE: §57-15

DOCUMENT TYPE: PETITION

FORMS: Initiating documents are not provided by the Clerk's Office

CASE TYPE: CHANCERY

FILING REQUIREMENTS:

A. REQUIRED DOCUMENTS:

Original Petition.

B. FILING FEES:

\$21.00

The filing fee may be paid in cash, certified check or money order payable to Clerk of the Fairfax County Circuit Court.

C. ENVELOPE:

A self addressed stamped envelope should be included. Once the final order is entered, a certified copy will be mailed to the petitioner in the self addressed stamped envelope.

D. TO SET A HEARING:

FRIDAY MOTIONS DAY:

For matters that will take less than thirty minutes.

File a yellow praecipe with the Clerk's Office setting the matter on a Friday Motions Day.

DATE CERTAIN:

For matters that will take more than thirty minutes.

Must appear in Judge's Chambers before a calendar control judge to request a date certain. All parties must be notified that petitioner is appearing before calendar control for a date certain.

E. RULING:

At the hearing the court may enter an order granting, denying or amending requested action. Parties are responsible for providing the Court with an Order at the hearing.

Upon entry of the final order, a certified copy will be mailed to the petitioner in the self addressed stamped envelope.